

**OUTLINE**

\*An outline is a way to map out your writing. It uses key words and phrases to quickly assemble important ideas and represent them in an organized manner before writing a rough draft.

**Steps:**

- 1) Organize your notecards into a logical order:
  - A. Intro (attention-getting fact; basic description and background about your topic, thesis)
  - B. Body paragraphs (separated by each of your three subtopics: #1. Influences; #2. Adversities; #3. Accomplishments
    - i. These then need to be organized logically in a manner that can connect one note card's information into the next. **Take some time on this step.**
    - ii. Main Topics → Subtopics → Details.
  - C. Conclusion (begin with the restatement of thesis; "wrap-up"/concluding facts)
- 2) Follow the sample outline format for numbering and lettering. ***Don't ignore the "Minimum Requirements" below.***
- 3) Begin main topics, subtitles, and details using capital letters.
- 4) Do not place periods after topics or subtopics written in phrases (only include end punctuation if written in complete sentences)
- 5) Maintain a parallel structure throughout the outline; if you start with phrases, don't switch to sentences. Be consistent throughout your outline.
- 6) Remember, an outline should arrange information logically with an introduction, body, and conclusion.

**Tips:**

- The more specific your outline, the easier it will be to write your rough draft. ***Spend a thoughtful amount of time on this step now, and you'll be thankful later. But, rush through this step now, and you'll regret it later.***
- The outline should help you get a picture for how your paper will be developed.
- Once your outline is complete, your topic may continue to grow when writing a rough draft.
- Use the sample outline as a guideline when developing your outline.
- **Roman Numerals Reference Guide:** (1) I, (2) II, (3) III, (4) IV, (5) V

**Minimum Requirements: READ CAREFULLY & compare to the "Outline Template" and "Sample" outline handouts.**

- ✓ Have a title that reveals your topic
- ✓ You should have 5 (V) Roman numerals total (**no more; no less**; that's 1 for each paragraph of your paper.)
- ✓ Each Roman numeral should break into at least 4 capital letters (A-D)
- ✓ Each capital letter A should be a topic sentence introducing and transitioning into that paragraph.
- ✓ Each end capital letter (D, for example) under Roman Numerals should be a summary sentence "wrapping up" the purpose/point of that paragraph.
- ✓ Every capital letter for your body paragraphs II-IV should be further developed into at least 2 smaller details (#1. and #2.)

**Instructions for How to Properly Type Your Outline Using MLA Format:****Choose the Best Program for You:**

1. Open a new document in GoogleDocs or Microsoft Word.

**Save Your Work:**

2. Immediately save your (blank) page to your jump drive. Save the document as "Legacy Research Outline."

**Create proper heading and centered Title:**

3. Change the font and size to match MLA requirements: **Times New Roman, size 12.**
4. Create a proper heading in the top right hand corner of each page of your outline.
  - a. Click on "Insert Page #"
  - b. Type your last name in front of the page number
5. Create a proper heading in the upper left hand corner of your paper. Change line spacing to "Double" (or 2.0)
 

Your first & last name	<b>Ima Goodstudent</b>
Your teacher's name <i>–spell it correctly!</i>	<b>Mrs. Tolin</b>
The class – Period #	<b>Language Arts – 5</b>
The due date (Month Day, Year)	<b>January 24, 2014</b>
6. Type your title (center of the page)—*remember to capitalize all important words in the title!* Do not bold or underline.
7. When finished, hit the "Enter" key on your keyboard and un-center your writing by unclicking on the "center" button again. Then you can begin your outline.

**Prepare for proper Outline formatting:**

8. Next, click on the Numeric Outline button.
  - a. If a "Roman Numeral I" does not appear, choose the drop down arrow next to the Numeric outlining button to forcefully choose Roman numerals. *[Remember, Roman numerals look like capital I's and V's.]*
9. Type your main heading for the Roman numerals exactly as shown below. (This depends on which paragraph you're working on.)
 

I.	Introduction
II.	Inspirations/Motivations/Influences
III.	Adversities/Struggles
IV.	Accomplishments/Achievements/Impacts on Society
V.	Conclusion
10. When you're ready to move to the next subheading, hit the "Enter" key AND THEN HIT "TAB"
  - a. If the capital letter A does not automatically appear under your Roman numeral, go back up to the Numeric Outline button drop-down and forcefully choose capital letters.
11. Continue this process until you are done with your entire outline.
12. Remember to SAVE your work periodically.

Using an outline format can be a little tricky at times, but for the most part, the trick is in knowing the correct sequence of the following keyboard keys:

**ENTER=** begins a new line;

**TAB=** indents to the next idea (Roman Numeral, capital letter, number, lowercase letter, etc.)

**OUTLINE TEMPLATE**

**Directions:** Use the template below as a guideline to create your outline.

- Feel free to add more points (C, D, etc.), (3, 4, etc.), (a, b, c, etc.), and (i, ii, iii, iv, etc.).
  - Write out your full thesis, topic sentences, and conclusion sentences; other support can be abbreviated in phrases.
  - The more detail you add to your outline, the easier it will be to write your paper.
  - Include 3 (or more) required direct quotations for your paper- (*1 quote required for each body paragraph*)
  - Use your own words (*summarize/paraphrase*), unless you use a direct quotation.
  - Remember to **SAVE** your outline often while typing!
  - **Anything that is bold faced below in the template below can be copied exactly in your outline.**
- 

Your Last Name & pg. #

(Your First and Last Name)

**Mrs. Tolin**

**Language Arts-** (class period)

**January 24, 2014**

Title

**I. Introduction**

**A. Hook/ Attention Grabber**

1. [Write your hook here]—ideas include: a startling statistic/fact; a powerful quotation; a question; thought-proving information]

**B. Background information**

1. Add info/details here
2. Add info/details here

**C. Significance**

1. Add info/details here about why your person/organization is significant/important
2. Add info/details here about why your person/organization is significant/important

**D. Thesis Statement**

1. Write your thesis statement here

**II. Inspirations/Motivations/Influences**

**A. Topic Sentence**

1. Write a topic sentence about inspirations/motivations/influences here

**B. Support for topic sentence**

1. Elaboration for above Support “B”
2. More elaboration for Support “B”

**C. Support for topic sentence**

1. Elaboration for Support “C”
2. More elaboration for Support “C”

**D. Summary Sentence**

1. Write a summary sentence about inspirations/motivations/influences here

**III. Adversities/Struggles**

**A. Topic Sentence**

1. Write a topic sentence about adversities/struggles here

**B. Support for topic sentence**

1. Elaboration for above Support “B”
2. More elaboration for Support “B”

**C. Support for topic sentence**

1. Elaboration for Support “C”
2. Elaboration for Support “C”

**D. Summary Sentence**

1. Write a summary sentence about adversities/struggles here

**IV. Accomplishments/Achievements/Impacts on Society**

**A. Topic Sentence**

1. Write a topic sentence about accomplishments/achievements/impacts on society here

**B. Support for topic sentence**

1. Elaboration for above Support “B”

2. More elaboration for Support “B”

C. Support for topic sentence

1. Elaboration for Support “C”
2. Elaboration for Support “C”

**D. Summary Sentence**

1. Write a summary sentence about accomplishments/achievements/impacts on society here

**V. Conclusion**

**A. Restatement of thesis statement**—(make it a bit different from the original)

1. Write your restated thesis restatement here

**B. Summary**

1. Summarize the main points of your paper here
2. Summarize the main points of your paper here

**C. Legacy**

1. Details to describe how your person or organization is making/has made a legacy
2. Details to describe how your person or organization is making/has made a legacy

**D. Closing Statement**

1. End with a powerful or thought-provoking idea about your person or organization. You could ask a question, have an insightful final thought about your topic, or add a quotation about/from your person or organization.